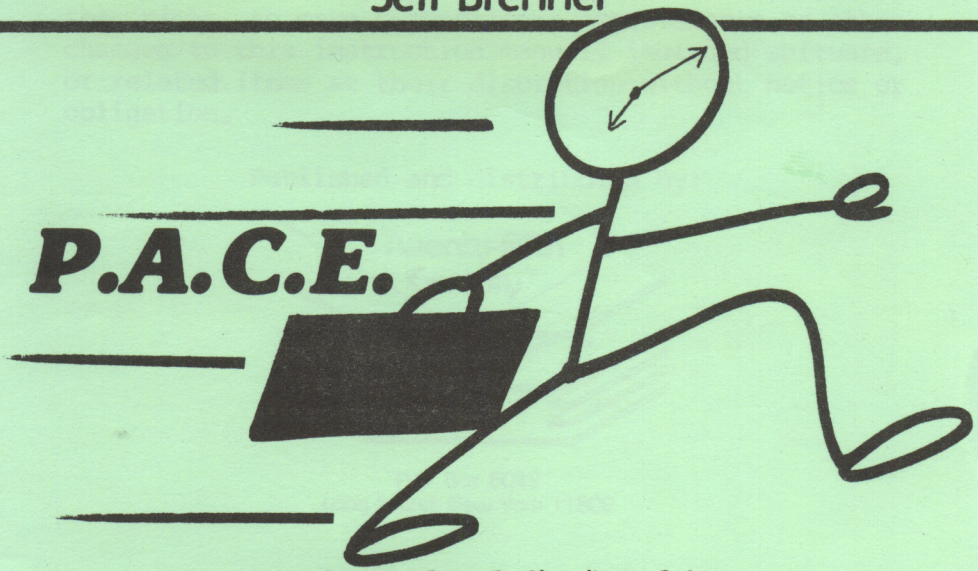
ATARI™ 800/XL/XE

Personal Appointment Calendar & Editor

by

Jeff Brenner

P.A.C.E.



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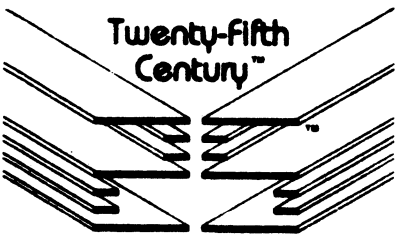

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10 9 8 7 6 5 4 3

NOTE: Before using PACE, use DOS to format a blank diskette for saving data.

PACE, the Personal Appointment Calendar & Editor, will keep you in step with your latest plans and will remind you days in advance when important occasions, such as birthdays or exams, are approaching so you'll have time to prepare (i.e. buy and send out cards, or study). PACE can also provide you with a printout of your daily schedule each day.

LOADING

Insert the PACE diskette into the disk drive and turn on the computer. The program will load and run automatically.

When the first screen appears, you are asked to "INSERT YOUR DATA DISKETTE." When you first start using PACE, place a blank, formatted diskette into the drive. If you place an unformatted diskette into the drive, the program will format it for you if you type Y in response to the "Want to format diskette?" prompt.

Next, PACE will create an appointment file on the data diskette. Type Y for the "Create an appointment file?" prompt and enter your name and today's date as directed. You then will be asked to enter a password. Since this will be your personal appointment calendar, you may want to prevent others from peering at your plans. You can enter any password you want, or, you can just press RETURN if you would rather not have a password. You're given only three chances to enter the password correctly and then PACE is erased from memory (the contents of your disk are not disturbed, however). Hence, if you opt for the password, be sure it's one you'll remember! (Each member of the family can have his or her own "plan diskette," and unique password, if desired.)

You'll be asked if all information is correct (type N to reenter the information) and then will be brought to the main screen.

MAIN SCREEN

This is the screen that you'll see each time you run the program. If you've chosen a password, you'll have to enter the password correctly before you can access this screen.

Your name is displayed along with the date that you last used PACE. The date in the center of the screen is

used to display the current date. Since you just created a data file, the previous date and the current date will be the same. When you use PACE in the future, use the START, SELECT and OPTION keys to set the new date. The day of the week is automatically calculated by the program for any day of the year. You'll probably want to use PACE at least once a day to see your daily plans, upcoming plans, and to enter new appointments.

APPOINTMENT DISPLAY

Press RETURN when the current date is set and the PACE Appointment Display is shown. This mini-screen is where your daily appointments are read. Since you have not yet entered any appointments, this screen will be blank. Asterisks (*) on this screen denote important occasions that are to be brought to your attention days in advance, such as birthdays or deadlines. If you have a printer, CONTROL-P can be used at any time to print out the schedule on paper. You could also make changes on this screen at any time and they will be recorded on the diskette.

Pressing ESC will show you the following day's schedule. You can revise or print out this schedule too.

Another press of the ESC key brings you to the "Upcoming important entries" screen. Here the program gives you a look at important occasions (those that had been preceded by an asterisk) that are approaching within the next seven days.

When you press RETURN, you are asked if you want to enter appointments. If you type Y for this prompt, you're asked if you want to define the control keys. You can define up to ten control keys, from CONTROL-A to CONTROL-J, and each key can be programmed to "hold" up to 24 characters. This feature is ideal for plans that repeat often during the month or year. For example, if you play tennis every Thursday, you could define CONTROL-A to be "8:30PM Tennis club." Then, when entering appointments for any Thursday, you could press CONTROL-A and "8:30PM Tennis club" will be added to the screen. You could also define other keys for "Pay bills," "10:00AM Chemistry Class," etc. After defining as many control keys as you want, you're returned to the main screen where you will be asked to set the date for which you want to enter appointments. You will then be brought to the PACE Appointment Display where you can enter appointments for that date. You can type freely

on the mini-screen as you choose, using the Atari's control and cursor keys for positioning and editing.

You can continue entering appointments for any number of future dates by answering Y each time to the "Add or change more appointments?" prompt.

When you're done, answer N to this prompt. The program will take a few seconds to save its reference data to the data diskette and will give you the option of stopping or rerunning the program. Up to 366 days of schedules can be stored on a single diskette.

IMPORTANT NOTES

As discussed before, you can place an asterisk (*) at the beginning of any appointment line on the PACE Appointment Display, and you will be reminded of that appointment when it is within seven days away. Such plans will be displayed on the "Upcoming Important Entries" screen that follows the "Tomorrow's Appointments" display. This feature is perfect to use with birthdays, deadlines, or any other dates for which you would need a reminder several days in advance.

Since the program uses 366 records, a particular day of any year is stored in a record for that day. Hence, February 15, 1987 and February 15, 1988 are the same record. It is still possible however, to make appointments for more than one year in advance. In this case, you could either label a line of February 15, 1987 screen "1988: ." Then when PACE cycled back around the February in the year 1987, you could delete the 1987 data and make note of the 1988. Or, better yet, you can use a completely different data diskette that you could label, "1988." You could then retain old disks for recordkeeping purposes.

On very rare occasions when PACE is saving data to disk or printing on the printer, the program may seem to "hang-up." This is a result of a coincidence of interactive events that occur between PACE and the computer's own operating system routines. By simply waiting 15 seconds to a minute (DO NOT press SYSTEM RESET), the program will correct itself and will continue where it left off. Although it is unlikely that you will ever see this happen, you should not be surprised by it should it occur.

QUESTIONS OR COMMENTS? Please send them to: Twenty-Fifth Century, Customer Service Dept., P.O. Box 8042, Long Island, NY 11802.

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